
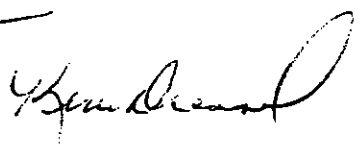


Board of County Commissioners Agenda Request

Date of Meeting: October 12, 2004
Date Submitted: October 6, 2004
To: Honorable Chairman and Members of the Board
From: Parwez Alam, County Administrator 
Kim Dressel, Management Services Director 
Subject: Approval of Proposed Space Allocations

Statement of Issue:

Approval of Space Planning Committee's proposed space allocations of new space in the Bank of America Plaza (BOA) and the proposed reallocations and renovations of existing space within the Leon County Courthouse.

Background:

The Leon County Courthouse is a ten-story governmental office facility of 541,810 square feet, designed from 1984-1986 and constructed from 1987-1991, at a total cost of \$38.4 million. The building consists of 276,910 square feet of office space, and a five-story/485-car underground parking garage. In 1984, the architectural space planning that preceded the design and construction of the new courthouse was that the facility was anticipated to meet the County's needs for 20 years.

The most recent courthouse renovation project was performed from 1997-2000 with funding from a \$1.4 million Capital Improvement Project (CIP). The Board and the Sheriff's Office (Bailiffs) reduced space in the Courthouse, and the Board's County Attorney and Management Services offices were relocated to the 2nd floor in space Public Works occupied prior to its move to the Public Works Center, along with the relocation of other Board divisions out of the courthouse. Agencies that gained courthouse space include the Circuit and County Courts (12,340 SF), Clerk (6,761 SF), State Attorney (3,393 SF), Public Defender (1,460 SF), and Guardian ad Litem (GAL) (1,070 SF). A total of 33,008 square feet (SF) of space was renovated at a cost of approximately \$43/SF. The project served to build-out all of the available future growth space reserved from the time of the initial planning, design and construction of the courthouse. This project was expected to serve occupants future growth needs for 3 to 5 years.

The Board is required, under Article V, Revision 7, to provide space to the Circuit and County Courts (Courts), Public Defender (PD), State Attorney (SA), GAL, and the Clerk in his performance of court-related functions. The Board also has a duty, under various provisions of the Florida

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the Florida Statutes, to provide office space to County Constitutional Officers. In response to continued requests from many of these agencies for additional courtrooms and office space, the Board approved the purchase of the BOA on January 28, 2003. The financing plan was approved on February 25, 2003 and bonds were authorized for issuance on April 29, 2003. Budget amendments realizing the bond proceeds and aligning existing capital project funds were approved on May 27, 2003. The County closed on the property on June 6, 2003.

The Board has taken several subsequent actions, laying the groundwork for planning and management of the BOA property:

- Property Management: The RFP for property management services was approved on May 15, 2003, and the resulting agreement with Advantis Real Estate Services (Advantis) was approved August 26, 2003 with an effective date of September 1, 2003. Operating budgets were approved for the initial period, as well as fiscal years 03/04 and 04/05.
- Architectural, Engineering and Interior Design Services: On July 22, 2003, the Board approved issuance of an RFP for Architectural, Engineering and Interior Design services to provide space programming for renovation of the BOA as well as construction of office space. On October 28, 2003, the Board directed staff to negotiate an agreement with Barnett-Fronczak Architects (BFA) to provide these services, and approved the resulting agreement on December 9, 2003.
- Policy for Leasing and Licensing the BOA: On January 27, 2004, the Board approved revisions to Policy No. 03-01, Approval Authority for the Acquisition, Disposition, and Leasing of Real Property, providing the policy by which BOA real property would be leased and licensed. The Board further directed the County Administrator to develop implementing procedures, which were finalized on March 26, 2004.
- Space Planning Advisory Group: The Board was advised on January 23, 2004 that a Space Planning Advisory Group (Advisory Group) was being formed to identify current courthouse occupants who may be relocated to the BOA; realign space to accommodate activities located now in the Traffic Court Building so that it may be sold; and renovate courthouse space that will be vacated by those relocated to the BOA (Attachment #1). Advisory Group members included the following, or their designee: Bert Hartsfield, Property Appraiser; Doris Maloy, Tax Collector; Ion Sancho, Supervisor of Elections; Bob Inzer, Clerk of the Courts; Charles Francis, Chief Judge; Nancy Daniels, Public Defender; Willie Meggs, State Attorney; Jane Sauls, Board Chairman; and Parwez Alam, County Administrator. Additionally, BFA and Advantis worked closely with staff and the Advisory Group as the work proceeded through several iterations of space allocations.

Advisory Group members and GAL were represented in a series of individual and group meetings by a designated staff person(s). For discussion purposes, this group will be referred to as the Work Group.

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After several months of meetings with the Advisory Group and Work Group members, the Advisory Group unanimously approved a space allocation plan on September 17, 2004. That allocation plan, which is referred to as Phase One, is now presented for the Board's consideration.

Analysis:

Advisory and Work Group Activities: A summary of benchmark steps to arrive at the Advisory Group's Phase One recommendation is provided as Attachment #2.

2030 Courthouse Master Plan (Master Plan): BFA was tasked to develop a long-range vision for the build-out of the courthouse with the relocation of non-court functions to the BOA. To this end, the architect developed the Master Plan for the reallocation of space in the courthouse over the next 25 years. Upon completion, this document has served, and should continue to serve, as a guide in planning phased improvements to occur over time. The Master Plan was distributed to the Board under separate cover, and is available for review by the public at the Leroy Collins Public Library.

Space Allocations for Phase One Relocations to the BOA and Within the Courthouse, as Approved by the Advisory Group: The proposed allocation, which is being presented for the Board's consideration, is summarized in Tables 4 and 5, and described in the following section. All of the square footages are approximations.

I. Demands for Space:

- **Courts** – The greatest single driver for the proposed relocations and reallocation of space is the Court's need for additional courtrooms and hearing rooms, resulting from the increased number of judges vying for courtroom space in the Leon County courthouse (see Table 1 and Attachment #8, which summarizes the historical as well as the current courtroom capacity and the number of Leon County and 2nd Judicial Circuit judges).
 - **Current Courtroom Resources:** The Courts currently have 14 courtrooms in Leon County (13 in the courthouse and one in the Traffic Court Building), two of which are used for hearings with General Masters and/or jury assembly. Therefore, approximately 12 are available for judges.
 - **Number of Judges:** There are 5 Leon County Judges and 15 Circuit Judges (for a total of 20). One Circuit Judge is almost exclusively assigned to Gadsden County, another almost exclusively assigned to Wakulla County, and three have split assignments (Leon plus Jefferson, Franklin or Liberty counties). Additionally, visiting Senior Judges are regularly assigned to cases in Leon County. A reasonable net count of judges vying for Leon County courtrooms could be estimated at 18 at this time (20 total judges, less 2 with full-time assignments elsewhere in the circuit, assuming the frequency of visiting

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Senior Judges offsets other Circuit Court Judges' part-time assignments to other counties).

- Number of Courtrooms Needed: The Courts have advised that it is prudent to have no less than three courtrooms for four judges, which would equate to a need for approximately 14 courtrooms for the judiciary at this time (75% of 18 judges), which is two fewer courtrooms than currently available. Court Administration recently projected 3 additional Circuit Court judges would be funded by FY 2009/2010, increasing the need to approximately 15-16 courtrooms, depending upon assignments (3 to 4 fewer than available today). This anticipated growth in the number of judges appears consistent with the historical growth trends (Attachment #8). This need may be met through a combination of additional courtrooms and hearing rooms, with General Masters assigned to hearing rooms rather than courtrooms.
- Courtroom Placement Considerations: The Courts seek to centralize its county courtrooms on the 2nd floor and circuit courtrooms on the 3rd floor, with related staff offices also housed in those areas. The Courts stress security as a major consideration in the location of judicial offices and courtrooms. The construction of a secure corridor, that is not open to the public, has been requested. Further, placement of the courtrooms should consider prisoner transportation. The prisoner transportation elevator, to transfer prisoners from the sally port in the parking garage, is located on the south side of the courthouse, with elevator exits on the 1st through 4th floors. Prisoner transportation routes from those elevator exits, which do not pass through the judicial corridor, and preferably do not pass through the public corridor, is highly desirable.
- Meeting the Need: The proposal the Board is considering would provide space for the construction of four courtrooms in the courthouse (two on the 2nd floor and two on the 3rd floor) and closing the courtroom at the Traffic Court building. A summary of the proposal, relative to increasing the Courts' facilities, follows:
 - Provides three additional courtrooms (closing one in the Traffic Court Building and adding four in the courthouse – two on the 2nd floor (in the areas being vacated by the Clerk and GAL) and two on the 3rd floor (one in space being vacated by the Clerk and one in space being vacated by the Supervisor of Elections, along with the utilization of space currently occupied by Court Administration). This would raise the total courtroom count to 17. Court activities taking place at the Traffic Court Building would be relocated to the courthouse after the second full courtroom is opened (see Table 5, Courts, Notes 1-3).
 - Provides four additional hearing rooms. Five hearing rooms would be constructed (one on the 3rd floor, in space vacated by Elections, one on the 2nd floor in space

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vacated by the Clerk, and three on the 3rd floor in space vacated by the Clerk), however one small hearing room on the 3rd floor would be lost in the build out of the 3rd floor courtroom in Court Administration's space, resulting in a net gain of four. Assuming the number of hearing rooms provided meets the needs of the growing number of General Masters, 16+ courtrooms would be available to the judges (one would still be utilized for jury selection one or more days per week during this phase of work).

- Chief Judge Charles A. Francis has coordinated this proposal on behalf of the Courts and advises that, when properly funded and implemented, will meet the courts needs for the immediate future (Attachment # 9).

Table 1: The Number of Courtrooms Needed and the Number of Courtrooms Available		
	Current Judicial Need vs. Crtrm. Avail.	2010 Anticipated Judicial Need vs. Crtrm. Availability
A) Courtrooms Needed		
# Judges (15 Circuit – 2 of whom are assigned to other counties, plus 5 County). Three additional Circuit Court judges anticipated by 2009/2010.	18	³ 20-21
# Courtrooms Needed	14 (18 @ 75%)	³ 15-16 (20-21 @ 75%)
B) Current Courthouse Facilities		
# Courtrooms Currently Constructed	14	14
# Courtrooms Currently Used by General Master & Jury Assembly	-2	-2
# Courtrooms Currently Available to Judges	12	12
# Courtroom Shortage (# Needed - # Available to Judges)	-2	³ -3 to -4
C) Phase One (Proposed Increase)		
1) ¹ Gain 4 hearing rooms, which results in increased utilization of 1.5 courtrooms for judges (0.5 courtrooms remain used for jury assembly)	+1.5	+1.5
2) ² Gain 3 courtrooms	+3	+3
3) # Courtrooms Available to Judges	16.5	16.5
4) # Courtrooms Needed	14 (need met)	³ 15-16 (need met)
¹ Gain 4 hearing rooms, with the assignment of General Masters to the hearing rooms, thereby increasing the number of courtrooms available to judges by 1.5 courtrooms (0.5 courtroom remains the estimated use for jury assembly) ² Gain 3 courtrooms – four will be built in the courthouse and the one in the Traffic Court building will be closed ³ Depending upon assignments within the Circuit		

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II. Relocations to Meet the Demands for Space:

- **Guardian Ad Litem (GAL), Property Appraiser and Tax Collector** – These offices would be relocated from the courthouse to the BOA, making space available to centralize the Clerk's court-related functions on the 1st floor of the courthouse, which subsequently opens space on the 2nd and 3rd floors for the construction of courtrooms, hearing rooms and mediation rooms.
 - **GAL**: This office would be relocated to the BOA, in approximately the same amount of space they currently have. This relocation will allow Court functions from the 3rd and 4th floors to be relocated to GAL's current space on the 2nd floor, thereby opening space vacated by the Courts to be reallocated to the Public Defender and State Attorney to meet current needs. GAL's space will also provide office space for a new General Master position and their assistant, funded to begin October 1, 2004, and will allow the Courts to better centralize staff performing related work. Marcia Hilty-Reinshuttle, GAL Circuit Director, supports the proposed space allocation (Attachment #10).
 - **Property Appraiser**: This office has outgrown its existing 1st floor courthouse space. The office also received no additional space in the 1997-2000 courthouse space plan. It has been growing at the rate of approximately three employees per year for the past four years (from 44 employees in FY 01/02 to 56 in FY 04/05, or approximately 6% per year). Due to its current lack of courthouse space, the Property Appraiser began leasing 2,250 SF of office space last year to house his Field Appraisers at an annual cost of \$28,200.

Relocation of the Property Appraiser to the BOA will meet their current needs, permit them to vacate their leased space (decreasing costs by \$28,200/year), provide growth space for 21+ additional FTE (at least seven years at their current rate of growth), and increase their operational efficiencies by having their Field Appraisers located in close proximity to their main office. Bert Hartsfield, Property Appraiser, supports the proposed plan (Attachments #11 and #12).

The space the Property Appraiser is vacating would be reallocated to the Clerk, and renovated to provide new space for his court-related functions currently housed on the 2nd and 3rd floors of the courthouse (thereby making those areas available for the build-out of additional courtrooms).

- **Tax Collector**: The proposal is to relocate the Tax Collector's downtown location from the 1st floor of the courthouse to the 2nd floor of the BOA in approximately the same amount of space. Additionally, five of their enforcement field staff would be relocated from leased space to the BOA Annex. This would help alleviate a space deficiency they have identified at their Thomasville Road (Carriage Gate) location. Doris H. Maloy, Tax Collector, supports this proposal (Attachment #13). The Tax Collector's initial location

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on the 2nd floor is only temporary, until the Bank of America's lease terminates so that the 1st floor becomes available to the county for renovation and occupancy by the Tax Collector's office. Table 2 reflects the long-term BOA space allocation for the Tax Collector's office.

Table 2: Tax Collector Long-Term BOA Space Allocation				
Location/ Destination	Current Space in the Courthouse	BOA		
		Phase One (Proposed)	Future Space Identified	Long-term BOA Space
1 st Floor Tower			5,262	5,262
2 nd Floor Tower		3,854	0	0
2 nd Floor Annex		680	0	0
Total	3,944	4,534	5,262	5,262
Note: It is anticipated in the long-term that the annex will eventually be demolished.				

The Tax Collector's current 1st floor courthouse space will be reallocated to the Clerk, providing space for the consolidation of court-related functions on the 1st floor of the courthouse, including all functions currently performed at the Traffic Court Building, other than the Clerk's payment function (Table 5).

- Supervisor of Elections – Their main offices would be relocated from the 3rd floor of the courthouse to the 1st floor of the BOA. This relocation must be completed by March, 2006 to meet the current 2006 election schedule. Elections' 3rd floor courthouse offices would be reallocated to the Courts, providing space for the build-out of a hearing room and a full courtroom (with the utilization of existing Court Administration space). This relocation also benefits the Supervisor of Elections office by meeting many of their currently unmet needs due to courthouse space limitations (Attachment #14):
 - A Canvassing Board/Training room, which they do not currently have, and Absentee Ballot Processing room will be located in the BOA P-1. The Canvassing Board/Training room may be scheduled for use by other entities when available.
 - The Vote Tabulation office would be relocated from the Elections' Warehouse at Amtrak into Elections' main offices at the BOA, which will improve their operational efficiencies during the elections.
 - A mail/copy room, phone bank, and adequate front office space will be located in the BOA 1st floor.
 - Early voting would continue in the courthouse plaza until additional 1st floor BOA space is available (also see commitments requested in Table 4). This office's 2nd floor space would remain in the courthouse until early voting is relocated to the BOA.
 - Future growth space has been identified in adjoining 1st floor BOA space (see commitments requested in Table 5).

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Table 3: Supervisor of Elections Long-Term BOA Space Allocation				
Location/ Destination	Current Space in the Courthouse	BOA		
		Phase One (Proposed)	Future Space Identified	Total BOA Space
1 st Floor Tower		3,793	2,380	6,173
P-1 Tower		1,498		1,498
Total	4,371	5,291	2,380	7,671

The Supervisor of Elections supports the Phase One plan with the commitments detailed in Table 5 (Attachment #14).

III. Other Space Relocation and Modification Requests:

- **Clerk** – Within the courthouse, the Clerk currently has court-related functions (such as support for Felony, Civil, Probate and Appeals), as well as non-court functions (such as Finance, HR, and Official Records). Functions not related to the Courts are generally located on the 1st floor (in about 4,130 SF of space) and on the 2nd floor (in about 7,445 SF of space); most of these will be relocated to the BOA (in the 1st floor of the Annex and in the 4th floor of the Tower). The Clerk's court-related functions, which are currently located on the 2nd floor (in about 4,701 SF of space), on the 3rd floor (in about 4,340 SF of space), and in the Traffic Court building (other than the payment function), will be relocated to the 1st floor of the courthouse.
 - The Property Appraiser's and Tax Collector's 1st floor courthouse space will be reallocated to the Clerk. This reallocated space, plus the space made available by relocating some of the Clerk's 1st floor activities to the BOA, will allow all of the court-related functions to be centralized on the 1st floor – including those activities currently performed at the Traffic Court Building, other than payments. The payment function would be relocated to space that is leased away from the courthouse (see Table 5).
 - Phase One provides for the centralization of the Clerk's records in a first floor vault, and the build-out of a second floor (mezzanine) in the vault (located between the 1st and 2nd floors of the courthouse) to increase records storage capacity. The vault will bring the Clerk's records storage system more in line with state standards, and vastly improve the security of the records and ability to withstand storm damage (Attachment #7). However, this improvement requires close consideration of structural capacity.
 - With the closure and sale of the Traffic Court building, the Clerk seeks to relocate his payment function into approximately 1,000 SF of leased space (Table 5). This cost will be incorporated into a future-year Clerk budget item for County funding.

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- These relocations allow the Clerk to centralize his court-related operations on the 1st floor, which he advises will lead to improved efficiencies, increased customer service, and reduced staffing (Attachment #7), and allows the county to sell the Traffic Court Building. The space the Clerk is vacating on the 2nd and 3rd floors of the courthouse are anticipated to be reallocated to the Courts for:
 - Three of the four additional courtrooms proposed to be built in the courthouse (two on the 2nd floor and one on the 3rd floor). One of the new 2nd floor courtrooms is slated for Civil Traffic Infraction hearings, currently being held at the Traffic Court Building;
 - Mediation rooms (necessary to relocate Small Claims mediations from the Traffic Court Building); and
 - Four of the five additional hearing rooms.

The Clerk supports the Phase One proposal (Attachments #6 and #7).

- Public Defender (PD) and State Attorney (SA) - Phase One will provide the PD and SA initially with 888 SF of space, then an additional 2,033 SF of space when the Courts relocate from the 4th floor (for a total of 2,921 SF) – half allocated to the PD and half to the SA. Based on an average utilization of 180 SF/FTE, this space will accommodate approximately 16 staff persons. Both of these offices support the proposed Phase One plan (Attachments #15 and 16).
 - While the PD had been growing at approximately 1 to 2 positions/year in its trial division, with the appeals division remaining fairly constant, it received 3 additional positions in the 04/05 budget year. This immediate need will be met through the temporary allocation of space in the 2nd floor of the BOA Annex, with the eventual relocation to the courthouse. Based on the anticipated rate of growth of 1 to 2 FTEs/year, Phase One space should meet the PD's needs for 5 +/- years (including the relocation of staff temporarily housed in the BOA Annex). State funding for staff and the allocation of staff to other counties may impact the future space needs of the office. The PD has expressed a desire to permanently remain in the Courthouse.
 - The SA's office has been increasing at the rate of approximately 2 FTEs per year. The SA has maintained the number of staff assigned to Leon County fairly constant (between 85 and 87 FTE in the past three years), with the other FTEs assigned to other counties in the circuit. If the growth of assignments to Leon County continues to increase by 1 FTE/year, Phase One would accommodate their needs for approximately 8 years.

Table 4 summarizes all of the Phase One space allocations in the BOA, as well as the reallocations within the courthouse.

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Table 4 – Summary of Phase One Space Allocations and Reallocations											
		Reallocations of Current Space					Total SF		Net Increase or Decrease		Notes
		Courthouse		BOA		Other					
Entity	Description	Floor	Est. SF	1 Site	Est. SF	Est. SF Relocated	Now	Phase One Prop.	SF	%	
Tax Coll.		1	-3,944	T 2	3,854						
				A 2	680						Field Staff
	Tax Collector – Total		-3,944		4,534		3,944	4,534	590	15%	
Prop. App.		1	-7,515	T 3	13,408						Growth Space
		P3	-1,838	A 2	1,807	-2,250					-2,250 SF Leased
	Property Appraiser – Total		-9,353		15,215	-2,250	11,603	15,215	3,612	31%	
GAL		2	-2,780	T 8	2,461		2,780	2,461	-319	-11%	
Sup. Of Elecs.		3	-3,695	T 1	3,793		4,371				Retains 676 SF 2 nd floor crthse.
				T P-1	1,498						(3,695 + 676 = 4,371)
	Elections – Total		-3,695		5,291		4,371	5,967	1,596	37%	
Clerk	Finance, HR, Payroll, Auditors	2	-6,785	T 4	6,623						CIS to 1 st floor crthse., others to BOA
	Official Records	1	2,427 (2 nd floor of vault)	A 1	3,003						Clerk retains crthse. space
	Imaging & Copy Ctr.	2	-660								To BOA
	Felony	3	-4,340								1 st floor crthse.
	Civil	2	-1,533								1 st floor crthse.
	Probate, Appeals, Court Services	2	-2,093								1 st floor crthse.
	Court Services	2	-1,075								1 st floor crthse.
	Traffic Crt. Bld.					-3,165					All but payment to 1 st floor crthse.
	Property Appraiser's	1	7,515								Civil, Probate,

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Table 4 – Summary of Phase One Space Allocations and Reallocations											
		Reallocations of Current Space					Total SF		Net Increase or Decrease		Notes
		Courthouse		BOA		Other					
Entity	Description	Floor	Est. SF	1 Site	Est. SF	Est. SF Relocated	Now	Phase One Prop.	SF	%	
	Space										Appeals, Felony
	Tax Collector's Space	1	3,944								Clerk functions at Traffic Court (other than payment)
	Climate Controlled Storage			A Base-ment	1,712						With a dumb waiter to 1 st floor
	Leased Space					1,000					Payments (est. SF)
	Total Clerk		-2,600		11,338	-2,165	36,701	43,274	6,573	18%	
Courts	Family Med., Law Library & Legal Aid	4	-2,921								
	GAL's Space	2	2,780								
	Elections' Space	3	3,695								1 Add'l Crtrm.
	Clerk's Probate, Appeals, Finance, Court Svcs., etc. Space	2	12,146								2 Add'l Crtrm.s
	Clerk's Felony Space	3	4,340								1 Add'l Crtrm.
	Traffic Court Bld.					-2,273					1 Less Crtrm.
	Courts – Total		20,040			-2,273	55,828	73,595	17,767	32%	
Public Def. (PD)	Appeals						4,916				
	Trials						17,684				
	Court's Current Space	4	1,461	A2	580						Phased Growth
	Temporary			A2	-580						
	PD - Total		1,461				22,600	24,061	1,461	6%	
State Attney. (SA)	Court's Current Space	4	1,460								Phased Growth
	SA - Total		1,460				23,389	24,849	1,460	6%	
MIS	Prop. App's.	P3	1,838						1,838		

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Table 4 – Summary of Phase One Space Allocations and Reallocations											
		Reallocations of Current Space					Total SF		Net Increase or Decrease		Notes
		Courthouse		BOA		Other					
Entity	Description	Floor	Est. SF	¹ Site	Est. SF	Est. SF Relocated	Now	Phase One Prop.	SF	%	
	Current Space										
	Total		1,838				13,681	15,519	1,838	13%	
Other	MIS Terminus Room			T P2	677						Req. for connectivity
	Stairwell, Lobby, Elevator			T – Parking Deck	1,964						Stairwell - safety code req. Elevator - Gadsden lot access
Total Changes in SF	Courthouse		2,427								Space inc. 2 nd floor vault
	BOA				42,060						Includes PD's temporary space
	Other Sites					-6,688					
	Subtotal		2,427		42,060	-6,688			37,799		
	Adj. PD's Temporary Space Alloc.				-580				-580		
	Grand Total		2,427		41,480	-6,688			37,219		

¹ T = BOA Tower A = BOA Annex

As part of the Phase One proposal, Table 5 details space allocation commitments sought in addition to those identified in Table 4.

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Table 5 – Additional Phase One Proposal Space Commitments	
Entity	Commitment Sought
Supervisor of Elections	<ol style="list-style-type: none">1) Continue holding early voting in the courthouse plaza until space is available in the BOA 1st floor.2) Continue allowed use of the 2nd floor courthouse space (approximately 676 SF) until early voting is relocated to the BOA 1st floor.3) Approach the Bank of America and determine if it would modify its lease, reducing its 1st floor space enabling the relocation of early voting prior to its lease expiration date (March 31, 2012).4) Expand BOA 1st floor space when existing adjoining space's lease expires March 31, 2006.5) Expand BOA 1st floor space when leases expire to reflect the area depicted in Table 3.
Public Defender and State Attorney	<ol style="list-style-type: none">1) Make the 4th floor courtroom, depicted in the master plan, the last to be built (so that their offices may remain in the courthouse as long as possible).2) Do not hold Traffic Court on the 4th floor while their offices are located in the courthouse. (Note: Judge Francis has agreed to these requests)
Courts	Regarding relocating Traffic Court to the courthouse: <ol style="list-style-type: none">1) Do not relocate Traffic Court to the courthouse until the 2nd new full courtroom has been opened.2) Relocate Traffic Court to the courthouse only after mediation rooms replacing those that would be closed at the Traffic Court building are opened.3) Relocate Traffic Court to the courthouse only after 3 new full courtrooms have been identified for build-out (the plans include 4 new full courtrooms in Phase One).
Clerk	The payment function currently located at Traffic Court would be relocated to approximately 1,000 SF of leased facilities funded by the county (Attachment #5).

IV. Agency Space Funding Considerations:

Circuit and Appeals Divisions: It is relevant to a discussion of office space allocation for the Board to have an understanding of the various areas served by agencies covered under Article V, as well as the proportion of their workload that benefits Leon County. Leon County has a duty to house these agencies, however the duty to fund space does not fall to Leon County alone. This duty is essentially shared by all of the counties these agencies serve:

- The Circuit Courts, Public Defender (PD) Trial Division, State Attorney (SA) and GAL provide services to the entire 2nd circuit, which has six counties (Leon, Gadsden, Jefferson, Wakulla, Liberty and Franklin).
- The PD also has an appeals division, which serves a total of 32 counties including Leon County.

From a funding perspective, it is reasonable to expect that each county will carry their proportionate share of the expense for housing these entities in space that Leon County provides, or that they directly provide a proportionate share of the space to these agencies. These agencies have the option to request office space in counties other than Leon County and to assign staff to other counties.

Table 6 reflects each agency's FTE, percentage of their caseload that is Leon County's, and the number of FTE that would be housed in Leon County if it equaled the percentage that is Leon

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County's caseload. This was discussed with the various entities during the budget process. They were asked to make efforts to reduce the numbers housed in Leon County to more closely reflect Leon County's caseload and/or to obtain proportionate funding from the other counties if equity is not reached. The percentage of Leon County's workload compared to the percentage of staff housed here are fairly close for the SA and the PD's Trial Division. The courts are assigning additional personnel to other counties within the circuit, and have sought funding from those counties who are not going to provide space. GAL has advised it is seeking funding from the other counties. The PD's Appeals Division, however, is entirely housed in the courthouse – yet its Leon County caseload is approximately 18% of its total caseload. The PD seeks to retain the entire operation in one location, preferably the Leon County Courthouse because the appeals staff practices in the First District Court of Appeal, which is located in Leon County. A prior effort to obtain funding from the other counties served by the Appeals Division was not successful.

Table 6 – Percentage of Agency's Workload is Leon County's vs. Percentage of Agency's FTE Housed in Leon County Facilities						
	PD – Trials	PD – Appeals	PD – Total	SA	Circuit Court	GAL
% of Agency's Caseload that is Leon County's	69%	18%		69%	70%	38%
Agency's Total # FTE	84.75	34.75	119.5	118	76	16
# FTE Housed in Leon County Courthouse	60.75 (72%)	34.75 (100%)	95.5 (80%)	87 (74%)	73 (96%)	12 (75%)
¹ Equity Target	58 (Dec. by 2.75 FTE)	6 (Dec. by 28.75 FTE)	64 (Dec. by 31.5 FTE)	81 (Dec. by 6 FTE)	53 (Dec. by 20 FTE)	6 (Dec. by 6 FTE)
¹ Equity Target: % FTE housed in Leon County Facilities Equals % of Leon County's Caseload						

This issue, nevertheless, has limited impact on the Phase One recommendations being made, as the projects being proposed provide only limited changes in office space to the PD, SA, or GAL. Further, the Clerk serves only Leon County, not circuit-wide, and most of the modifications for the courts are to increase courtroom and hearing room capacity (not office space).

V. BOA Enterprise Fund Considerations:

BOA Income History: The Board acquired the BOA property to help serve the future space needs of courthouse occupants, with the premise that the revenue stream from leases would pay a portion of the debt service. Table 7 provides a comparison of actual BOA Net Operating Income (NOI) with the NOI projected at the time the Board was considering its purchase. To date, the BOA has out-performed the projections, with the NOI less the debt service on the BOA anticipated to total slightly more than \$1 million through September, 2004, and approximately \$1.3 million through September, 2005.

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Table 7 - BOA Net Operating Income (NOI) Actual vs. Projected When Analyzing the Proposed Purchase (Date of Purchase through 2005 Projected)								
	Actual / or Currently Proj. Revenue	Actual / or Currently Proj. Oper. Exp.	Actual / or Currently Proj. NOI	Previously Projected NOI	Current NOI - Prev. Proj. NOI	BOA Debt Service	NOI Less BOA Debt Service	² Add'l Debt Service Paid from BOA NOI
2003 (Actual June-Sept.)	506,845	154,290	352,555	³ 319,499	33,056		352,555	0
2004 (Proj.)	2,200,000	790,000	1,410,000	1,133,679	276,321	722,760	687,240	240,920
2005 (Proj.)	1,988,000	930,700	1,057,300	1,056,674	626	722,760	334,540	0
Cumulative	4,694,845	1,874,990	2,819,855	2,509,852	310,003	1,445,520	1,374,335	240,920
¹ Source: February 25, 2003 Agenda Item, Approval of Financing Plan - Bank of America Purchase.								
² Funds utilized to help pay the debt service for courthouse repairs (parking garage, caulk and seal, and renovations) (Source: County Budget).								
³ Projections were previously made on an annual basis; the County realized revenue and expenses from June, 2003 (when closed) through September, 2003 (.25 years). The annualized NOI was projected to be \$1,277,995, 25% of which is \$319,499. (Source: February 25, 2003 Agenda Item, Approval of Financing Plan - Bank of America Purchase).								

Phase One BOA Space Utilization: Table 8 summarizes the SF to be occupied by county or state agencies at the BOA at the conclusion of Phase One (the square footages are approximations, with properties under lease provided as rentable square feet and properties allocated to county or state agencies as estimated usable square feet). Though this initial phase of work, it is anticipated county and state agencies will occupy approximately 42,060 SF of space. In developing the BOA renovation budget, it was anticipated that only 31,298 SF would be occupied through this same period, plus an additional 5,000 SF if the Bank of America were to reduce its space for a total of 36,298 SF (a difference of 5,762 SF). The major factor leading to the increased occupancy is the use of the Annex (7,782 SF). However, upon close examination, these adaptations of the plan are believed necessary to provide needed space for courtrooms on both the 2nd and 3rd floors of the courthouse, as well as to achieve the desired sale of the Traffic Court building.

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Table 8: BOA Leased vs. County or State Agency Occupied		
Location & Floor	Estimated Usable Square Feet to be Occupied by County or State Agencies	Leased or Available to Lease – Rentable Square Feet
Tower		
Floor 8	2,461 – GAL	11,083 under lease – no space remains available
Floor 7		14,560 under lease – no space remains available
Floor 6		14,554 under lease – no space remains available
Floor 5		10,914 under lease; 1,000 Property Manager 2,244 (identified for relocating tenants) – no space available
Floor 4	6,623 – Clerk	6,778 (Note – 12,928 RSF currently under lease. Space to be allocated to the Clerk is currently under a lease that will expire 12/31/04. When that lease expires, RSF under lease will reduce to 6,778). No space remains available
Floor 3	13,408 – Property Appraiser	No space remains available
Floor 2	3,854 – Tax Collector	10,224 under lease; no space remains available
Floor 1	3,793 – Elections	9,375 under lease; no space remains available
P-2	677 – MIS Terminus	5,869 under lease; no space remains available
P-1	1,498 – Elections	No space remains available
Stairwell	1,964 – Avail. To All	N/A
Tower Total	34,278 (28%)	86,601 (72%) No space available for lease, other than 2,244 RSF identified for relocating tenants
*Annex		
2	1,807 – Property Appraiser 680 – Tax Collector 580 – Public Defender	535 under m-t-m lease 2,149 Available
1	3,003 – Clerk	2,000 under m-t-m lease
Basement	1,712 – Conditioned storage for Clerk	1,465 under lease into 2007; 344 leased through Sept. 2005, 1,853 Property Manager's maintenance shop – No space available
Annex Total	7,782 (48%)	8,346 (52%) 2,149 available for lease
* The Annex space has certain limitations regarding its use and marketability. In its current state, the basement and 2 nd floor are not ADA accessible, and the basement space that will be used for storage is not currently conditioned.		
Total	42,060 (31%)	94,947 (69%)
<p>Notes: At the time of analysis for purchase, a total of 107,354 SF was under lease (4,156 of which was month-to-month, for a net of 103,198 SF long-term leases) - Source: Thomas, Howell, Ferguson's June 6, 2003 report review.</p> <p>Currently, 93,852 SF is under lease, with 2,149 SF available and an additional 2,244 SF identified for relocating tenants.</p> <p>In Phase One, when a current lease expires and that space is reallocated, 87,702 SF will be under lease, with 2,149 SF available and an additional 2,244 SF identified for relocating tenants.</p>		

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VI. Prior Courthouse Planning Assumptions (not included in the Phase One Proposal):

The following discussion is provided to convey an understanding as to how the previously anticipated courthouse renovations were first determined, particularly for budgetary impacts and not to pursue a different space allocation, as these prior assumptions and anticipated allocations were subsequently not accepted and have not been incorporated in the current Phase One Proposal: (1) renovations at the courthouse would be limited to those that benefit the courts, more specifically to increase courtroom and hearing room capacity, and for the relocation of the functions currently performed at the Traffic Court building; (2) entities to be relocated from the courthouse to the BOA would focus on those whose current courthouse space would be renovated for the build-out of courtroom and hearing room space; (3) those whose office space in the courthouse was not adequate to meet their existing needs would not be relocated to the BOA, unless their current courthouse space could be utilized for the construction of courtroom and/or hearing room space and they could be accommodated at the BOA; however, some expansion space at the BOA would be considered (they would retain their courthouse space, with limited growth over to the BOA); (4) projects requiring multiple space redefinitions to accomplish single office relocations was not anticipated; and (5) maximum re-utilization of space in as close to "as-is" condition configuration would be promoted.

It was assumed that six offices would be relocated in their entirety from the courthouse (this was not completed through space definition with an Architect or in concert with the potential occupants, but as what seemed reasonable matches relative to size and location):

- MIS, except the data center, Human Resources (HR), Management Services Administration, County Attorney, and the Supervisor of Elections would be relocated to the BOA, and it was assumed that GAL would be relocated to state property (it was assumed that it would not be a duty for the county to continue to house GAL). A total of approximately 28,320 SF would be relocated from the courthouse, which would be utilized for the construction of courtrooms (and related areas), hearing rooms and replacement Traffic Court space.
- MIS' space was identified as potential space for the relocation of Clerk's and Court's functions currently occurring at the Traffic Court building, including mediation, and for the relocation of Jury Assembly (which would also serve as an overflow area for hearings, mediations, etc. when not utilized for Jury Assembly). This area would also be utilized for evening teen court, which is currently held at the Traffic Court building. This location was identified due to its close proximity to the back entrance off Calhoun Street, and the large number of visitors drawn by these functions (it would reduce visitor traffic on other floors in the courthouse). The relocation of Jury Assembly, from a 1st floor courtroom to this location, would increase courtroom capacity by approximately one-half of a courtroom.
- The Elections space, along with some of the Court Administrator's space, was identified for the potential build-out of a courtroom and two hearing rooms (along with replacement Court Administration office space).
- The 2nd floor area currently occupied by the County Attorney, HR and Management Services

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would be redefined for a courtroom and two hearing rooms, as well as office space for the Courts (it would mirror the Elections/Court Administration space renovation on the 3rd floor).

- GAL's space, which is across the hall from the Attorney's office, would be renovated for one to two hearing rooms, and additional Court office space (there is secure access to other levels in the courthouse through a back court-use only elevator, and the corridor would cross to the current Attorney's side).
- The net gain for the Courts was anticipated to be 3 courtrooms (one 2nd floor, one 3rd floor, and full use of the 1st floor courtroom now utilized by Jury Assembly and a General Master (who would subsequently be assigned to one of the hearing rooms), and 5 to 6 hearing rooms.

The P3 location for functions now at Traffic Court, however, was not acceptable to the Courts or the Clerk upon review of this concept. Further, the Clerk has sought to centralize all of his court-related functions, both from inside of the courthouse and at the Traffic Court building, on the 1st floor, which he anticipates will result in considerable cost saving efficiencies, more secure records storage and better customer service, as has previously been discussed in this item (Attachment #7).

VII. Capital Funding Considerations:

Previously Projected Capital Expenditures: Anticipated Phase One costs for the BOA remain in accordance with prior projections, although all of the previously anticipated revenue has not been realized (which is to be generated through the sale of the Traffic Court Building). Table 9 provides a summary of what the capital expenditures at the BOA were projected to be through 2008, at the time the financial plan was approved.

Table 9: Previously Projected BOA Capital Expenditures through 2008		
Year	Projected Capital Expenditures	Cumulative
1 (2003)	3,513,959	
2 (2004)	678,380	4,192,369
3 (2005)	189,145	4,381,514
4 (2006)	137,527	4,519,041
5 (2007)	75,000	4,594,041
6 (2008)	333,369	4,927,410
Source: February 25, 2003 Agenda Item – Approval of Financing Plan – Bank of America Purchase		

Currently Projected Capital Expenditures for the BOA Phase One Proposal: The total cost at the BOA is estimated to be \$3,901,970, excluding inflation (Table 10). Through 2008, it was previously anticipated the capital expenditures for renovations at the property would total \$4,927,410 (Table 9). Therefore, Phase One's projected costs for the BOA are within prior projections. The construction cost per square foot for BOA renovations total approximately \$93/SF. This per SF cost includes the construction of a stairwell and elevator at the parking deck, which will assist visitors to

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both the BOA and courthouse in accessing parking at the Gadsden Street lot and elsewhere off of or behind Gadsden Street. It also includes half of the cost of conduit from the courthouse to the BOA for the exchange of hot and cold water between the buildings, as well as voice and data connectivity between the properties (the other half of this cost has been applied to the courthouse). Total cost at the BOA, excluding the parking lot stairwell/elevator and conduit connecting the two buildings, is \$3,118,734 (\$74/SF, including the core upgrade of the 3rd floor (HVAC system, etc.)).

Currently Projected Capital Expenditures for the Courthouse Phase One Proposal: The courthouse Phase One proposal is anticipated to cost \$7,128,333 or \$137/SF (\$7,128,333 / 52,204 SF) (Table 10). Excluding the cost of the conduit to the BOA, as previously described, the total cost is \$6,766,781 (\$129/SF). Courthouse renovations are more expensive in a large part due to the cost of building courtrooms, with their more expensive finishes and electronics, such as sound systems. The Phase One proposal for the courthouse includes:

- Renovation of Court space totaling approximately 28,106 SF (space allocated to the Courts is increased by 17,767 SF, considering the loss of the Traffic Court building);
- Renovation of courthouse space for the centralization of the Clerk's court-related functions totaling approximately 19,339 SF (the Clerk's courthouse space decreases by 2,600 SF); and
- Courthouse space increases for the Public Defender and State Attorney (totaling 2,921 SF) and space for the MIS data center growth (1,838 SF).

Phase One Proposal Cost Projection: The cost for implementing the Phase One proposal is summarized by entity, estimated square feet being renovated, and location, in Table 10.

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Table 10: Projected Phase One Costs (Construction, Voice & Data, A&E, Contingency & Inflation)										
Entity	Square Feet (SF) to be Renovated					Projected Cost to Renovate				
	Crthse	BOA Tower	BOA Annex	BOA Total	Phase One Total	¹ Subtotal	¹ Estimating Contingency	Crthse with Estimating Contingency	BOA with Estimating Contingency	Total
Board	1,838				1,838	24,468	2,447	26,915		26,915
Clerk – (Art. V)	19,339		1,712	1,712	21,051	2,499,336	249,934	2,635,535	113,735	2,749,269
Clerk – Not Court Rel.		6,623	3,003	9,626	9,626	279,399	27,940		307,339	307,339
Clerk Total	19,339	6,623	4,715	11,338	30,677	2,746,508	274,651	2,635,535	385,624	3,021,158
Courts (Art. V)	28,106				28,106	3,564,207	356,421	3,920,628		3,920,628
Sup. of Elec.		5,291		5,291	5,291	485,293	48,529		533,822	533,822
GAL (Art. V)		2,461		2,461	2,461	74,813	7,481		82,294	82,294
Prop. App.		13,408	1,807	15,215	15,215	1,453,525	145,352		1,598,877	1,598,877
PD (Art. V)	1,461		580	580	2,041	101,963	10,196	94,333	17,826	112,159
SA (Art. V)	1,460				1,460	85,758	8,576	94,333		94,333
Tax Coll.		3,854	680	4,534	4,534	185,439	18,544		203,983	203,983
All		2,641		2,641	2,641	1,273,348	127,335	356,590	1,044,094	1,400,683
TOTAL – Exc. Inflation	52,204	34,278	7,782	42,060	94,264	10,027,549	1,002,755	7,128,334 (\$137/SF)	3,901,970 (\$93/SF)	11,030,304
BOA SF Total		42,060								
² Inflation										1,214,382
TOTAL – Includes Inflation										12,244,686
¹ Subtotal – Projected costs for construction, voice/data/wiring, and soft costs (Architectural/Engineering, Permits, etc.). Construction and soft costs for construction were projected by BFA with the assistance of a cost estimator. The voice/data/wiring costs were projected by MIS. The cost estimator recommended a 10% estimating contingency due to the current level of unknowns relative to space programming, etc. ² Inflation – Projected for 5 years @ 1% per quarter (recommended by BFA consultant)										

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VIII. Budget Balance: Table 11 summarizes the projected total cost of Phase One, currently unmet funding for the project and budget balance.

Table 11: Phase One Budget Availability vs. Need			
	BOA	Courthouse	Total
Budgeted through FY 2003/2004	3,938,618	1,814,566	5,753,184
Current Balance	3,821,709	1,804,396	5,626,105
Projected Phase One Costs – Without Inflation	3,901,970	7,128,333	11,030,304
Phase One Inflation (applied to Courthouse, the last phase of work)		1,214,382	1,214,382
Unmet Balance (budget balance minus anticipated cost)	¹ -80,201	¹ -6,538,319	¹ -6,618,581
Budgeted through FY 2003/2004	3,938,618	1,814,566	5,753,184
Anticipated Expenses through 2008	4,927,410	2,632,590	7,560,000
Balance – Anticipated Revenue Not Received	¹ 988,792	¹ 818,024	¹ 1,806,816
¹ Revenue from the sale of the Traffic Court building was anticipated to raise \$1.25 million to support initial sequences of work, which would take place at the BOA. The balance of the revenue generated by the sale of the Traffic Court building and the sale of the Tom Brown Park Easterwood/Weems property (which was previously estimated to raise \$6.1 million) were identified as revenue sources for subsequent phases of work. In total, these two sources were anticipated to generate \$7.35 million, adequate to fund Phase One (the current unmet balance is \$6,618,581).			

BOA: While the previously anticipated expenses at the BOA totaled \$4,927,410, only \$3,938,618 has been budgeted to date, and the current balance in the budget is \$3,821,709 (\$80,201 less than the anticipated cost, less potential cost increases due to inflation) (Table 11). Additional revenue was anticipated from the sale of the Traffic Court building, which has not occurred. The Courts have requested that the Traffic Court building functions not close until the second courtroom in the courthouse opens. Anticipated sequencing would be that Phase One BOA project would be completed in approximately two years, and existing budgetary authority is satisfactory to complete all phases of work anticipated for the current year. Until the Traffic Court building is sold, funding to complete BOA Phase One could be provided through existing BOI net operating income (NOI) currently on reserve (Table 7) during next year's budget cycle.

Courthouse: The unmet balance for the Phase One Courthouse project is \$6,538,319 (including inflation projected at \$1,214,382). Existing budget will provide funding for approximately two years of work at the courthouse, but is inadequate to complete the project. The sale of the Traffic Court building and the Tom Brown Park Easterwood/Weems property were previously identified to generate funding to support courthouse renovations, and may provide adequate funds to complete the Courthouse Phase One component (Table 11). While the Courthouse Phase One project is more

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aggressive than previously anticipated, in terms of square feet being renovated at this time, Phase One is consistent with the courthouse Master Plan (with the exception of the minor renovations of space for the PD and SA) and would have been included in a future courthouse renovation project.

Sale of the Traffic Court Building and Tom Brown Park: The Courts have requested that the Traffic Court building not be sold until the second new courtroom in the courthouse is opened. The first two courtrooms that will likely be delivered, due to the sequencing of moves, would be where the Supervisor of Elections/Court Administration offices are on the 3rd floor and where the Clerk's Finance offices are on the 2nd floor. Staff anticipates that the Supervisor of Elections and Clerk Finance offices will be relocated by March 2006. The courtrooms should be opened in those locations approximately 12 to 16 months later – or approximately July, 2007, if adequate funds are available to complete the work. This assumes simultaneous design activities, so that construction contracts are in place when Elections and the Clerk's offices vacate these areas. Revenue not generated through the sale of the Traffic Court building and Tom Brown Park would need to be generated through other sources.

In order to meet the Supervisor of Elections' requirement that his offices be operational at the BOA by March 2006, the BOA component must begin quickly. Several sequences of design work can occur at the building simultaneously, or in quick succession, as BFA is currently under contract as the Architect.

In summary:

- The previous BOA renovation cost estimates remain valid and, with funding from the sale of the Traffic Court building, adequate revenue will be available to complete the BOA Phase One project (Table 11). It was previously anticipated that the sale of the Traffic Court building would raise \$1.25 million for this project. Until the Traffic Court building is sold, funding is available from reserve funds accrued through operating income off of the property.
- The budget is currently under-funded by \$6,538,319 from the projected Courthouse Phase One proposal cost estimates (Table 11). Revenue from the sale of the Tom Brown Park property was anticipated to provide \$6.1 million for this project, with additional revenue from the sale of the Traffic Court building (Table 11). If those revenues are not realized, or if adequate revenue is not raised, additional revenue will be required to complete the project.

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Options:

1. Approve the Space Planning Advisory Group's recommended allocation of space in the BOA and reallocation of space within the Courthouse.
2. Direct staff to implement Phase One through currently available funding.
3. Do not approve the Space Planning Advisory Groups recommended allocation of space in the BOA and provide staff further direction.
4. Do not direct staff to implement Phase One through currently available funding.
5. Board direction.

Recommendation:

Options 1 and 2

Attachments:

1. Space Planning Advisory Group formation (letter dated January 23, 2004)
2. Advisory and Work Group Activities
3. Planning Groups' April 29, 2004 decisions
4. July 8, 2004 letter from Bob Inzer, Clerk of Circuit and County Courts, expressing need for centralized court clerk function in space occupied by the Tax Collector and Property Appraiser
5. September 8, 2004 letter from Bob Inzer, Clerk of Circuit and County Courts, expressing need for additional modifications to space occupied by the Tax Collector and Property Appraiser and leased space for traffic citation payment function
6. September 17, 2004 letter from Bob Inzer, Cler of Circuit and County Courts
7. September 28, 2004 Letter from Bob Inzer, Clerk of Circuit and County Courts regarding increased efficiencies through first floor location and need for more secure records storage
8. Courtroom Capacity and Judicial Certifications
9. September 21, 2004 letter from Charles A. Francis, Chief Judge
10. Letter from Marcia Hilty-Reinshuttle, GAL Circuit Director
11. September 9, 2004 Letter from Bert Hartsfield, Property Appraiser
12. September 24, 2004 Letter from Bert Hartsfield, Property Appraiser
13. September 14, 2004 Letter from Doris H. Maloy, Tax Collector
14. September 28, 2004 Letter from Ion Sancho, Supervisor of Elections
15. September 28, 2004 Letter from Carl J. Whitley, Executive Director, Office of the State Attorney
16. September 22, 2004 E-mail from Nancy Daniels, Public Defender

Board of County Commissioners
INTER-OFFICE MEMORANDUM

DATE: January 23, 2004
TO: Honorable Chairman and Members of the Board
FROM: Parwez Alam, County Administrator *PA*
Kim Dressel, Management Services Director *Kim Dressel*
SUBJECT: Space Planning Advisory Group

A Space Planning Advisory Group is being formed to identify current courthouse occupants who may be relocated to the Bank of America property (BOA), realign space to accommodate activities located now in the Traffic Court Building so that it may be sold, and renovate courthouse space that will be vacated by those relocated to the BOA. Members of the Space Planning Group will include the following, or their designee: Bert Hartsfield, Property Appraiser; Doris Maloy, Tax Collector; Ion Sancho, Supervisor of Elections; Bob Inzer, Clerk of the Courts; Charles Francis, Chief Judge; Nancy Daniels, Public Defender; Willie Meggs, State Attorney; Jane Sauls, Board Chairman; Parwez Alam, County Administrator.

A kick-off meeting of the Space Planning Advisory Group will be scheduled for early February. The initial scope of work will consist of reviewing and approving the architect's proposed relocation of offices to the BOA over the near term (e.g., to commence immediately and span the next three to five year time period). Barnett-Fronczak Architects (BFA) was approved by the Board on December 9, 2003 to provide architectural, engineering and interior design services for the BOA. BFA has recently executed and returned its completed contract, and staff subsequently met with them to formulate a strategy for conducting orderly moves to the BOA. BFA will begin developing those plans, with the impacted offices, later this month.

The BOA Property Manager, Advantis, will work closely with staff and BFA so that space not currently needed by the County for renovation or occupancy can be marketed to generate lease revenue.

Space planning for the courthouse has not been assigned to a specific architectural firm. Staff will utilize the services of the continuing supply firms for specific projects as needed for courthouse renovations.

**Advisory and Work Group Benchmark Activities to Arrive at
The Proposed Space Allocations**

- **Visioning Meeting** – On January 30, 2004, a Visioning Meeting was held with the Work Group and representatives of most courthouse tenants. The purpose of the meeting was to introduce tenants to the project, obtain information from them as to whether or not their offices were potential candidates for initial phase relocation to the BOA, and to identify potential barriers to their moving.
- **Data Collection** – Each relocation candidate was requested to complete and return a fact sheet to BFA, which provided some base line information about their offices (such as the number of staff and general classification of work each staff member performed). BFA then held one-on-one meetings with those offices to arrive at: (1) preliminary identification of relocation candidates; and (2) office space standards that would reasonably meet the offices' needs.
- **Initial Advisory Group Meeting** - The kick-off meeting with the Advisory Group was held on April 29, 2004, during which BFA identified the entities that were not court-related and which were perhaps the most desirable candidates for the initial moves. These included the Tax Collector, Property Appraiser, certain Clerk functions (Official Records, Finance and Human Resources (HR)), Supervisor of Elections, County Attorney, and certain Board functions (MIS, other than the data center, County Attorney, Management Services Administration and HR). The Florida Legislature added the requirement that the county continue to provide space for Guardian Ad Litem (GAL), therefore they were added to the list of potential relocations. These entities' total current square footages exceeded the current availability of space at the BOA.

As BFA needed criteria to prioritize offices for relocation to the BOA, as well as space standards to project the amount of space required, the Advisory Group considered and approved the following (Attachment #4):

- space planning standards for office/workstation sizes;
 - office space planning standards, which proposed sharing special use spaces on a single floor when possible (such as shared break rooms, meeting/conference rooms, restrooms, so forth), with net usable area of 175-200 net square feet per full-time employee (FTE) as the target; and
 - relocation criteria and principles to guide the recommendation as to which entities would be proposed for relocation from the courthouse to the BOA and where they would be relocated to within the BOA.
- **May 10-11, 2004 Design Charrette:** Upon receiving the Advisory Group's guidelines, BFA organized a design charrette to individually verify programmatic requirements and space

- needs including: space needs based on organizational structure; historic and projected growth; public access, adjacency and co-location requirements; and special issues and needs.. BFA's findings and recommendations were presented in an open house meeting, with the unrealized expectation that this would result in a recommendation for Phase One relocation and occupancy at the BOA that was supported by all entities. BFA's recommendation was that the following entities would be relocated from the Courthouse to the BOA:
 - P-3 Level - Property Appraiser's Data Center;
 - 1st Floor - Tax Collector, Property Appraiser, certain Clerk functions (such as official records and public viewing); and
 - 2nd Floor – GAL and certain Clerk functions (such as Finance, HR, Payroll and Internal Auditor).

The overall weakness of the proposal was that it focused on what entities would be the "best fit" for initial relocations to the BOA, without giving weight to what courthouse space would best meet the needs of those entities that will be remaining in the courthouse. The Courts and the Clerk expressed concerns that this recommendation did not allow them to centralize their functions (including the Clerk's desire to centralize his court-related functions on the first floor of the courthouse in order to increase efficiencies, and the Courts' desire to centralize Circuit functions on the 3rd floor and County functions on the 2nd floor) (Attachment #5). Approximately 58% of the space proposed for relocation from the courthouse was on the 1st floor – which the Courts did not consider desirable courtroom space. Further, the proposal did not address the relocation of Traffic Court functions, and entities broadly expressed the concern that timeframes were not provided.

- May 24, 2004 Work Group Meeting – BFA presented a second series of options. While the entities identified in the May 11, 2004 proposal for relocation to the BOA remained the same, it addressed some of the concerns previously raised:
 - The Clerk's court-related functions were consolidated on the 1st floor of the courthouse with only limited space renovations (Clerk Felony and Clerk Probate and Appeals would be relocated from the 2nd and 3rd floors to the first); and
 - Timelines and sequencing were presented.

However concerns remained:

- The Clerk did not believe the amount of space being identified on the first floor of the BOA Annex for his relocated functions was adequate to house Official Records, Archives, Public Viewing, Imaging, HR, and internal auditors, he did not want to relocate only portions of their operations.
- The existing layout of the Property Appraiser's and Tax Collector's space on the 1st floor of the courthouse did not meet the Clerk's needs and more extensive renovations were sought (Attachments #5 and #6).

- The Courts needed courtrooms and space to meet their immediate need to accommodate additional staff anticipated for the upcoming year. A master plan for courtroom build-out in the long-term was requested.
 - A courtroom, with requisite support facilities, was not identified for activities currently performed in the Traffic Court building.
- Individual Meetings with the Courts: BFA met with Court Administration staff and developed a master plan for the courthouse, which reflects where courtrooms and other court functions could be located in the long-term, considering the architectural realities of the courthouse. The master plan does not detail precise programming – for example, area identified as “Mediation” may be programmed for a hearing room in the future. The master plan also located a courtroom and other related space on the 4th floor of the courthouse for Traffic Court.
- September 10, 2004 Advisory Group Meeting: The proposed master plan and Phase One allocations/relocations were presented to the Advisory Group.
 - The Supervisor of Elections was added to the list previously presented on May 11, providing necessary hearing room and office space needs for the Courts, as well as space needed to add a full courtroom (complimented with existing Court Administration space) on the 3rd floor.
 - The Supervisor of Elections felt his long-term and current-term needs were not going to be met in the amount of space being allocated at BOA, and it did not allow him to centralize his operations to improve efficiencies.
 - A 4th floor courtroom was the proposed location for Traffic Court. Neither the Public Defender nor the State Attorney supported this location for Traffic Court. They expressed concerns with the number of visitors this would bring to the 4th floor (where their offices are located) and the reality that this would eliminate their opportunity to grow into this space.
- September 17, 2004 Advisory Group Meeting: Proposals to address the concerns expressed at the September 10, 2004 meeting were presented and the Advisory Group unanimously approved the space allocation. However, additional growth space for the Public Defender and the State Attorney, beyond what was presented, remained to be identified.

Action Item 1 - Offices and Workstations

Net Office and Workstation Space Allocations

Recommended range of net office space allocations to enhance efficient use of County facilities include:

Open Workstations	40 - 80 nsf
Open Workstations or Closed Offices	90 - 130 nsf
Open Workstations or Closed Offices	140 - 180 nsf
Closed Offices	190 - 250 nsf

Size of office or workstation are recommended to be determined based on functional requirements, rather than rank or position. Offices greater than 250 nsf are generally not recommended, however office areas could be adjusted upward based on proven need, and if space is available.

OPTIONS FOR ACTION ITEM 1:

- Option 1 Accept the Office Space Planning Standards approach to providing net office and workstation areas, as noted. } *accepted*

OPTION 1 RECOMMENDED

- Option 2 Accept the proposed Office Space Planning Standards approach, with modifications.
- Option 3 Proposed Office Space Planning Standards for offices and workstations not accepted.

Action Item 2 - Special Purpose and Common Use Shared Spaces

Action Item 2 concerns office space needs above and beyond that provided in the net cumulative total of all offices and workstations within each Constitutional.

Special purpose facilities, as required, which may include:

- Facilities for the public, such as lobby, viewing, records, etc.
- Law or other specialized library, archives, etc.
- Training rooms, data centers, etc.

Common use shared facilities on each floor level of the BOA Tower:

- Shared meeting and conference rooms.
- One break room.
- One mail/copy room.
- Four (4) individual restroom facilities for staff and public.

Overall Net Useable and Net Tenant or Rentable Area

Recommendations to enhance efficient use of County facilities include:

Net Useable Area	175 - 200 nsf per FTE
Net Tenant or Rentable Area	200 - 230 nsf per FTE

Net Useable Area is the combined total of all offices and workstations; and in addition their support, storage, collaborative, filing, amenities and other support spaces. Net Tenant or Rentable Area includes special purpose and common use shared facilities, above and beyond Net Useable Area.

OPTIONS FOR ACTION ITEM 2:

- Option 1 Accept the Office Space Planning Standards approach to providing special purpose facilities as required, and common use shared facilities per floor level of the BOA Tower, and net useable and net tenant or rentable area per Constitutional, as noted.

approved

OPTION 1 RECOMMENDED

- Option 2 Accept the proposed Office Space Planning Standards approach to Special Purpose and Common Use Shared Spaces, with modifications.
- Option 3 Office Space Planning Standards for Special Purpose and Common Use Shared Spaces not accepted.

Action Item 3 - Relocation Criteria & Principles

Selection Criteria

Selection Criteria - defined as the relevant issues to professionally, logically and technically analyze and address in order to develop a set of recommendations for relocation to BOA.

1. Basic Space Analysis
2. Public Access, Adjacency and Co-Location Requirements
3. Special Issues and Needs
4. Appropriate 'Fit'

5. **Efficiency and Economy**

6. **Long-Term Vision**

Basic Principles

Basic Principles - *the concise concluding principles that define the recommended Strategic Action and Way Forward for relocation to the BOA, Phase One (2005 - 2007), and into the future.*

1. **Consolidate public access needs and enhance service to the public.**
2. **Utilize the future connecting level(s) of the BOA Tower appropriately.**
3. **Streamline operations and enhance efficiency where feasible for the County.**
4. **Guided by the long-term vision, use permanent locations and minimize future moves.**

OPTIONS FOR ACTION ITEM 3:

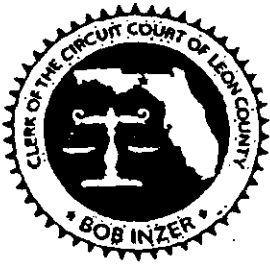
Option 1 Accept the Selection Criteria and Basic Principles for Relocation, as noted.

] *approved*

OPTION 1 RECOMMENDED

Option 2 Accept the Selection Criteria and Basic Principles for Relocation, with modifications.

Option 3 Selection Criteria and Basic Principles for Relocation not accepted.



Bob Inzer

CLERK OF THE CIRCUIT AND COUNTY COURTS
LEON COUNTY * TALLAHASSEE, FLORIDA

Home of Florida's Capital

ADMINISTRATION (850) 577-4001
POST OFFICE BOX 726
TALLAHASSEE, FLORIDA 32302

July 8, 2004

Mr. Parwez Alam
County Administrator
Leon County
301 S. Monroe Street
Tallahassee, FL 32301

Dear Parwez:

I appreciate the opportunity to meet with you regarding my space needs. I have reviewed the existing space occupied by the Tax Collector and Property Appraiser and believe this is the optimum location for a centralized court clerk function. As requested, I reviewed the space to determine the degree of renovation that would be required for me to occupy that space. Unfortunately, most of our needs are for open office space and most of this space is broken into private offices. We would be able to use the existing front counter space and lobby areas. Without a space architect, we are unable to determine exactly which walls could stay and which need to be removed, but believe that most of them would need to be removed.

I can assure you we would work with the County to minimize the financial requirements for renovating this space. We are not requesting new furniture and would not be requesting any modifications to the plumbing, security, or other special requirements. I understand that the County is limited in vacant space.

I think it important to provide some background on this issue. Soon after I was elected, I was advised that the County had budgeted \$1.5 million for renovating the Traffic Court annex building on Thomasville Road. As I evaluated this project, I realized that the County had budgeted nearly \$100 per foot to a 50-year-old building that was not worth saving. It had no room for expansion and was not well configured to serve customers. My recommendation was that the County apply these monies to a long-term solution instead to meet my needs and those of other county offices and not spend the money on a band aide solution.

One of my next observations was that the physical layout for the clerk's court functions was not well configured to provide good customer service nor was it designed to be efficient in the delivery of these services. We had eight intake windows on two floors on Thomasville Road and three floors in the courthouse. Citizens unfamiliar with the courthouse were run up and down the elevators and between here and Thomasville Road in order to make a court filing, obtain a copy of a record or get customer service.

Several of my court supervisors and directors and I visited clerks' offices of our size around the state. We specifically looked for a structure that would enhance both internal customers (judges, state's attorney, public defenders, etc.) and external customers (individual citizens, attorneys, etc.). We also were looking for operations that would enhance efficiency. Almost without exception, clerks' offices have more walk-in customer traffic than any other office in the courthouse and, therefore, are found on the ground floor of the courthouse. We also noticed that while management structures varied, their court functions were all co-located. This allowed for greater office coverage and cross-training of personnel.

For the past two years, I have been requesting space where we can put all of my court personnel. Effective July 1, the County was relieved of most of the funding responsibilities for the court functions with the principal exception of facilities. The court functions of my office will principally be funded from fees and charges. We will be submitting our budget to a conference where our efficiency will be compared with other clerks. Over time, limited resources will be distributed without regard to structural efficiency and we are not likely to get the resources we need. We believe that we could save between \$300,000 and \$400,000 per year in salaries with a more efficient structure.

I recognize that county resources are likewise limited. But during the time I have served as your Clerk, I have done my best to be a good steward of the taxpayers' monies both from seeking ways to minimize costs and enhance efficiency. Below is a schedule of the monies I have returned to the County since taking office.

Excess Funds Remitted to County by the Clerk's Office

Projected for 2004	2003	2002	2001	TOTAL
\$ 1,000,000	\$ 1,351,459	\$ 1,001,634	\$ 208,544	\$ 3,561,637

I proposed to the County a refinancing of certain county bonds that reduced the average interest rate on the bonds from 6.2% to 1.5% for a savings during the past three years of over \$2 million.

Sunshine State Bond Cost Savings

	2004	2003	2002	TOTAL
Interest Savings	\$ 276,032	\$ 512,646	\$ 615,669	\$ 1,404,347

The Finance Department has not requested any new positions since I became the Clerk, and the most recent Interlocal Agreement freezes both the number of employees and operating expenses for the next three years at current levels. We

have sought internal efficiencies in the court divisions. We have eliminated one senior management position, two supervisory positions, and several deputy clerk positions. Unfortunately, current space configurations limit me from many other reorganization plans designed to enhance further efficiency.

During the space planning of the Bank of America, I was hopeful that we would be successful in implementing our reorganization plans. However, none of the current versions of the space plan provide any relief for the foreseeable future. The monies that were set aside and budgeted four years ago, if applied to the space needs, would meet my needs. Instead, it appears that the driving factor in making decisions is minimizing the costs today without regard to long-term costs/efficiencies or the needs of our citizens. I feel that this is the type of decision-making that got us where we are today.

In summary, I believe the County should move forward expeditiously to move the Tax Collector and Property Appraiser into the Bank of America Building and renovate this space for Clerk court-related functions, which would result in the following benefits:

- Greatly enhances customer service
- \$300,000 to \$400,000 savings annually to taxpayers
- Frees up valuable space on the second and third floors of the courthouse to meet immediate judicial needs
- Represents the type of good long-term planning our citizens expect
- Provides space to meet expected 10-year needs of the Clerk's Office
- Three- to four-year payback for initial investment

I have reviewed the other proposals under consideration and don't believe they measure up in benefits to the proposal I am suggesting.

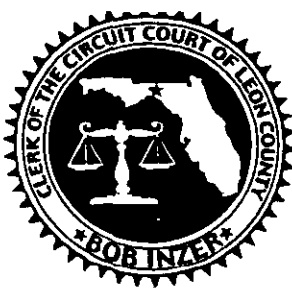
I look forward to your support and hope that I have demonstrated my commitment to work as a partner with the County in meeting the needs of all our citizens.

Sincerely,



Bob Inzer
Clerk of the Circuit Court

cc: The Honorable Jane Sauls, Leon County Commissioner
The Honorable Tony Grippa, Leon County Commissioner
The Honorable Bill Proctor, Leon County Commissioner
The Honorable Bob Rackleff, Leon County Commissioner
The Honorable Rudy Maloy, Leon County Commissioner
The Honorable Dan Winchester, Leon County Commissioner
The Honorable Cliff Thael, Leon County Commissioner
The Honorable Charles Francis, Chief Judge, 2nd Judicial Circuit
Dean Leboeuf, Esq., Tallahassee Bar



Bob Inzer

CLERK OF THE CIRCUIT AND COUNTY COURTS
LEON COUNTY ♦ TALLAHASSEE, FLORIDA

Home of Florida's Capital

ADMINISTRATION (850) 577-4000
POST OFFICE BOX 726
TALLAHASSEE, FLORIDA 32302

SEP 20 2004

September 8, 2004

Mr. Parwez Alam, County Administrator
Leon County Commission
301 South Monroe Street
Tallahassee, FL 32301

Dear P.A.:

Let me begin by reiterating the remarks I made at the Bank of America (BOA) space meeting on Monday, August 30. The County is moving in the right direction and the proposed plan is far superior to the previous plans that have been presented. I do not want my concerns to be misinterpreted as not being supportive of the general directions. I am in full support and believe the citizens of Leon County will receive improved services from these changes. Unfortunately, I continue to have some concerns and do not want to surprise you or staff with my concerns at our meeting on September 10, and am therefore providing them in advance.

1. I appreciate that staff and the architect are now recommending that all my court staff be co-located on the ground floor of the Courthouse. I believe this is the appropriate location and, with few exceptions, where court staff is found in all other counties. My concern is that the current recommendation requires that we accept the space with minimal modifications. This is a permanent move, not a temporary move, and not retrofitting the space to meet our long-term needs is not acceptable. I am willing to work with the architects on a space plan that minimizes the changes, but believe that to be significantly more than currently budgeted. Most of our court employees have cubicles and work in an open office environment. The existing space is set up for traditional furniture in mostly private offices. Working around fixed walls will result in an inefficient use of personnel and space (thus requiring more space). Most of our existing cubicles are in good shape and I am recommending continued use of them. Again, I am requesting that the plans provide for reconstruction of the space on the first floor.
2. The plans provide for moving all non-court-related personnel off of the northern portion of the first floor of the courthouse; this space would be used for the Traffic, Small Claims, Circuit Civil, Probate, Court Services, Appeals, and Felony divisions that are currently located on the 2nd floor of the courthouse and the Thomasville Road facility. The Official Records (OR) Division, Archives and public viewing would be relocated to the first floor of the BOA Annex. This is a good decision and one that I support. Unfortunately, our Clerk Information Systems (CIS) offices also are located on the first floor of the courthouse and no space has been identified to meet those needs. CIS needs about 1,200 to 1,500 feet in the BOA annex.

23



Bob Inzer
Clerk of Circuit Court

Clerk of Courts • Clerk of County Commission • Auditor • Treasurer • Recorder • Custodian of County Funds

Attachment # 7

Page 35 of 46

SEP 20 2004

RECEIVED BY
LEON COUNTY
HUMAN RESOURCES

September 17, 2004

The Honorable Jane Sauls, Chairman
Leon County Board of County Commissioners
301 South Monroe Street
Tallahassee, FL 32301

Dear Commissioner Sauls:

SUBJECT: Barnett Fronczak Plan as of August 30, 2004

The issue of providing space adequate space to meet the needs of the constitutional officers and the judiciary has been a concern since I took office. Based upon conversations with other constitutional officers it appears that this concern goes back at least four years prior to that. I am pleased that we have just about wrestled this "animal" to the floor. Unfortunately, there are no perfect answers. There are limitations on ground floor space, adjacency issues, structural problems with existing facilities, and availability issues. I recognize these limitations and believe that we have as good a plan of addressing the overall office needs as we can achieve given the existing Courthouse/Bank of America building.

I would like to go on the record in support of the plan as presented. I can't tell you that it meets all of my needs. And I continue to have concerns that we are storing sensitive court files in a building that does not meet state standards and is not hurricane proof. However, I believe the plan as presented will improve the overall quality of customer service for the citizens of Leon County.

I want to thank P.A. and the rest of the county staff for listening to our concerns and reworking the plan to address our needs. I've had the responsibility of trying to work with diverse committees in a staff role, and I know how difficult that can be. Your staff and consultant did an exceptional job in working with us and trying to meet all of the needs with limited resources.

Thanks again for the opportunity to be an active player in the redesign of the courthouse. I believe that the collective input resulted in an improved product. I look forward to continuing to be a partner with the County as we all seek to improve the quality of life in our community.

Sincerely,

Bob Inzer
Clerk of the Circuit Court

cc: The Honorable Bill Proctor, County Commissioner, District 1
The Honorable Dan Winchester, County Commissioner, District 3
The Honorable Tony Grippa, County Commissioner, District 4
The Honorable Bob Rackleff, County Commissioner, District 5
The Honorable Rudy Maloy, County Commissioner, At-Large
The Honorable Cliff Thael, County Commissioner, At-Large
Ms. Kim Dressel, Director, Management Services
Mr. Tom Brantley, Director, Facilities Management

23



Bob Inzer

Clerk of Circuit Court

Clerk of Courts • Clerk of County Commission • Auditor • Treasurer • Recorder • Custodian of County Funds

Attachment # 1
Page 36 of 46

September 28, 2004

The Honorable Jane Sauls, Chairman
Leon County Board of County Commissioners
301 South Monroe Street
Tallahassee, FL 32301

Dear Chairman Sauls:

The Board of County Commission will be asked to approve a relocation and renovation plan for the Courthouse and the Bank of America Building. I am writing in support of the proposed plan and the funding associated therewith. I know the dollars associated with this plan are greater than the Commission may have expected and, candidly, are much greater than what I anticipated. I do not have a background associated with commercial renovation; therefore, I am not able to defend the cost estimates. What I can defend are the planned improvements.

Conceptually, the plan is consistent with the structure most other urban counties have adopted. The courthouse is used for court-related functions and non-court functions are provided in a county administration building. The plan provides for an efficient migration of non-court related functions from the courthouse to the Bank of America building. Secondly, it allocates space in recognition of the future growth of the county and the related increases in demand for services. This will mitigate the need for future moves or bifurcation of services.

The Clerk's court operations are currently located on three floors in the courthouse and two floors on Thomasville Road. This structure is terribly inefficient and provides poor customer service. Citizens do not know where to go to find services and are often required to get back into their cars to go to a separate location in order to get service. Even within the courthouse, citizens entering the building are often confused and serviced off of back hallways instead of being provided court services at a single location on the rotunda or a major hallway.

The plan as proposed would service citizens from the first floor rotunda. The Clerk's office is the largest source of foot traffic. Said another way, more citizens visit the Clerk's office than any other county or constitutional office, with the judiciary being second. Businesses generally determine office location by the number of customer visits and the need of their customers. It is for this reason, that most clerk offices are located on the ground floor of the courthouse.

As I have stated previously, it is my intent to reorganize the court-related functions completely. Historically, the Clerk's office has been structured around funding sources. The County was responsible for funding county court; circuit court, from both public fees and court-related fees. Under Article V, county funding responsibilities

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The Honorable Jane Sauls, Chairman
Leon County Board of County Commissioners
September 28, 2004
Page 3

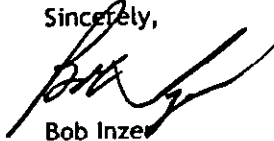
Attachment # 1
Page 37 of 46

dividends are improved customer service and efficiency. And I assure the Commission that I will work with your staff and architect to minimize actual costs.

At this time, there are no specific space plans developed. Primarily, we are requesting open office space and the removal of existing interior walls. We are moving and reusing existing cubicles and office furniture. To the extent we can work around some of the existing office walls without impairing efficiency, we will. I believe the plan will service the needs of our office and our citizens for many years to come.

I look forward to working with the County Commission and stand ready to answer any questions, you may have.

Sincerely,



Bob Inzer
Clerk of the Circuit Court

BI/cam

cc: The Honorable Judge Charles Francis, Chief Judge
The Honorable Tony Grippa, Commissioner
The Honorable Cliff Thael, Commissioner
The Honorable Bill Proctor, Commissioner
The Honorable Rudy Maloy, Commissioner
The Honorable Dan Winchester, Commissioner
The Honorable Bob Rackleff, Commissioner
The Honorable Bert Hartsfield, Property Appraiser
The Honorable Doris Maloy, Tax Collector
The Honorable Ion Sancho, Supervisor of Elections
Mr. Parwez Alam, County Administrator
Mr. Grant Slayden, Court Administrator

Current Courtroom Capacity			
Location	Jury Capable (jury box & deliberation)	Most Common Assignments	Built
COURTHOUSE			
1A (1 st floor)	No	Circuit - Dependency & General Master	1988
1B (1 st floor)	Yes	County - Criminal Traffic (misdemeanors)	1988
1C (1 st floor)	No	Circuit - 2 days/wk. Jury Assembly; 3 days/week General Master Child Support	1988
2A (2 nd floor)	Yes	County - Criminal Misdemeanor	1988
2B (2 nd floor)	Yes	Circuit - Criminal Felony	1988
2C (2 nd floor)	Yes	Circuit (Senior Judge backup, Circuit Civil, and Felony backup)	1988
2D (2 nd floor)	Yes	Circuit - Non-capital, Family Law (domestic violence)	2000
3A (3 rd floor)	Yes	Circuit - Criminal Felony	1988
3B (3 rd floor)	Yes	Circuit - Criminal Felony	1988
3C (3 rd floor)	Yes	Circuit (Senior Judge backup, Circuit Civil, and Felony backup)	1988
3D (3 rd floor)	Yes	Circuit (Senior Judge backup, Circuit Civil, and Felony backup)	1988
3E (3 rd floor)	Yes	Circuit - Criminal Juvenile	1988
3F (3 rd floor)	No	Circuit - Family Law	2000
13 Total	10 Jury / 3 Non-Jury		11 in 1988; 2 add'l in 2000
TRAFFIC COURT BLD.			
1 Courtroom	Yes (but not utilized)	With Hearing Officer - Civil Traffic Infraction Hearings; With Judge - Nonjury, Evictions, Orders Compelling Hearings, Civil Dispositions; With Mediators - Small Claims Pretrials	

Judicial Certifications - Leon County and 2 nd Circuit			
Year	County	Circuit	Total
1988 (courthouse opened)	4	9	13
1989-1992	4	10	14
1993-1996	4	11	15
1997-1998	4	12	16
1999-2000	5	13	18
2001-current	5	15	20

OFFICE OF
CHARLES A. FRANCIS
CHIEF JUDGE
SECOND JUDICIAL CIRCUIT

Attachment # .1
Page 39 of 46

MARILYN RETT
JUDICIAL ASSISTANT
PHONE: (850) 577-4306
FAX: (850) 922-0327



LEON COUNTY COURTHOUSE
301 SOUTH MONROE STREET
TALLAHASSEE, FLORIDA 32301

September 21, 2004

HAND DELIVERY

The Honorable Jane Sauls
Chairman, Leon County Board of County Commissioners
Leon County Courthouse
Tallahassee, FL

Re: Courthouse Space Planning

Dear Chairman Sauls:

On behalf of the court, thank you for your leadership and the accommodations made in connection with reaching a consensus by the constitutional officers of this county to meet the short-term needs for space in the courthouse and annex. The plan which was approved by the constitutional officers at our meeting held on Friday, September 17, 2004, when implemented and properly funded, will meet the needs of the court for the immediate future. We wish to particularly thank Mr. Alam, Ms. Dressler, Mr. Brantley, and Mr. Barnett for their patience, courtesy and cooperation during this very tedious process.

The court fully supports the recommendations of the advisory committee and we hope the Board of County Commissioners will move promptly to adopt and implement the plan.

Respectfully,

Charles A. Francis
Chief Judge

cc: Grant Slayden, Trial Court Administrator
Patsy Williams, Senior Deputy Trial Court Administrator
Bill Wills, Deputy Court Administrator
CAF/mr



GUARDIAN AD LITEM PROGRAM

State of Florida
Second Judicial Circuit

Attachment # 1
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RECEIVED BY

September 28, 2004

SEP 29 2004

Parvez Alam, County Administrator
Leon County Courthouse
301 S. Monroe St., 5th Floor
Tallahassee, Florida 32301

LEON COUNTY
HUMAN RESOURCES

RE: Move to Bank of America Bldg.

Dear Mr. Alam:

On behalf of the Guardian ad Litem Program, I want to thank you and your staff, especially Ms. Dressel and Mr. Brantley, for all the time and attention you have given to our spatial requirements. As soon as the minor renovations are completed, I am confident the suite of offices, located on the 8th floor, will adequately meet our operating needs.

Again, thank you for your assistance with this process. It has been a pleasure to work with you.

Sincerely,

A handwritten signature in cursive script, reading "Marcia Hilty-Reinshuttle".

Marcia Hilty-Reinshuttle
Circuit Director

/mhr

Cc: ✓ Kim Dressel, Director of Management Services
Tom Brantley, Director of Facilities

23

F HARTSFIELD, C.F.A.
LEON COUNTY PROPERTY APPRAISER



Attachment # 1
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LEON COUNTY COURTHOUSE, ROOM 111
301 S. MONROE STREET
TALLAHASSEE, FLORIDA 32301-1860

TELEPHONE 850/488-6102
FAX 850/922-7238
paadmin@mail.lcps.leon.fl.us

OFFICE OF
LEON COUNTY
PROPERTY APPRAISER

September 9, 2004

The Honorable Jane Sauls, Chairman
Leon County Board of County Commissioners
301 South Monroe Street
5th Floor
Tallahassee, Florida 32301

Re: Barnett Fronczak Plan as of August 30, 2004

Dear Jane:

This is to confirm on record that I approve the plan as presented by the architects at the August 30, 2004 meeting. The plan as presented states that the Property Appraiser will occupy Suite 210X on the 2nd floor of the Annex Building as well as the entire 3rd floor of the tower. This plan appears to be the best option for customer service needs not only for my office, but other administrative offices as well.

Freeing up space in the courthouse to enable the court system to house all court functions under one roof as well as housing all administrative functions in one location seems to make the most sense and will best serve the needs of the citizens of our community.

I appreciate having a voice on this important board over the past years. I want to commend the staffs assigned to work with everyone on this project who have been sincerely accommodating and sensitive to the needs of each office. I especially want to compliment the Board staff assigned - Kim Dressel and Tom Brantley - as well as the consultants who have done a good, thorough, and professional job.

As Property Appraiser, this plan meets all our needs for our customer service and appraising functions. I approve this plan for our office as well as the entire county.

Sincerely,

Bert Hartsfield, CFA
Property Appraiser

cc: The Honorable Bill Proctor, County Commissioner, District 1
The Honorable Dan Winchester, County Commissioner, District 3
The Honorable Tony Grippa, County Commissioner, District 4
The Honorable Bob Rackleff, County Commissioner, District 5
The Honorable Rudy Maloy, County Commissioner, At-Large
The Honorable Cliff Thaeil, County Commissioner, At-Large
Kim Dressel, Director, Management Services
Tom Brantley, Director, Facilities Management

23

Appraiser's Responsibility—By state law, it is the responsibility of the Appraiser to locate, identify, and appraise, (at current market value), all property subject to ad valorem taxes, maintain property value roll equity and process allowable exemptions. The Appraiser has no jurisdiction or responsibility for district budgets, tax rates, special assessments or amount of taxes paid. These matters are handled by the various taxing authorities performing services, such as the County Government, City Governments, School Board and other taxing districts.

ERT HARTSFIELD, C.F.A.
LEON COUNTY PROPERTY APPRAISER



Attachment # 1
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LEON COUNTY COURTHOUSE, ROOM 111
301 S. MONROE STREET
TALLAHASSEE, FLORIDA 32301-1860

TELEPHONE 850/486-6102
FAX 850/922-7238
psachmn@mail.icpa.leon.fl.us

OFFICE OF
**LEON COUNTY
PROPERTY APPRAISER**

September 24, 2004

The Honorable Jane Sauls, Chairman
Leon County Board of County Commissioners
301 South Monroe Street
5th Floor
Tallahassee, Florida 32301

Re: Barnett Fronczak Plan for Re-location as of August 30, 2004

Dear Jane:

This is an addendum to my earlier letter dated September 9, 2004. We are currently leasing approximately 2,250 sq ft of office space for our Field Appraisers at a cost of \$2,350 per month. The move of our field staff will result in an annual savings of \$28,200. In addition to the cost benefit, there will be an efficiency of operation having our appraisers in close proximity to our main office, particularly in communications, public access, and customer service.

As I stated in my previous letter, this plan appears to be the best option for customer service needs not only for my office, but other administrative offices as well.

Sincerely,


Bert Hartsfield, CFA
Property Appraiser

cc: The Honorable Bill Proctor, County Commissioner, District 1
The Honorable Dan Winchester, County Commissioner, District 3
The Honorable Tony Grippa, County Commissioner, District 4
The Honorable Bob Rackleff, County Commissioner, District 5
The Honorable Rudy Maloy, County Commissioner, At-Large
The Honorable Cliff Thael, County Commissioner, At-Large
Kim Dressel, Director, Management Services
Tom Brantley, Director, Facilities Management



DORIS MALOY, CFC
LEON COUNTY TAX COLLECTOR

Post Office Box 1835
Tallahassee, Florida 32302-1835
(850) 488-4735

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SEP 27 2004

LEON COUNTY
HUMAN RESOURCES

RECEIVED SEP 21 2004

Attachment # 1

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Kim Dressel

jzt

September 14, 2004

The Honorable Jane Sauls, Chairperson
Leon County Commission
301 South Monroe Street
Tallahassee, Florida 32301

Dear Chairperson Sauls:

This letter shall serve as notice of my preliminary acceptance of the proposed transition of my office from room 112 of the Leon County Courthouse to the 2nd floor of the Bank of America building and the 2nd floor of the Bank of America annex.

While I still have concerns regarding the accommodation of future growth of my tax administration staff and its ancillary functions, I am satisfied with the commitment of the Board's staff and intentions of Barnett and Fronczak Architects to provide the public and my staff with efficient and functional space in the Bank of America building complex.

I realize that the planning of this space allocation project has been difficult given its scope and consensus requirement. I want to express my desire to work with the Board in moving the project forward; if you have any questions or need to discuss additional options, please contact me at 488-1562.

Sincerely,

Doris H. Maloy

Doris H. Maloy
Tax Collector

cc: Parwez Alam
County Administrator

ION SANCHO
Supervisor of Elections
Leon County, Florida

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September 28, 2004

The Honorable Jane Sauls
Chair, Leon County Board of County Commissioners
301 South Monroe Street
Tallahassee FL 32301

Dear Chairwoman Sauls:

As you know, each constitutional officer has been asked to communicate to you and your fellow commissioners on the proposal of office space allocation.

Our office operations are such that we have been occupying a too-limited space for existing operations. We cross-train staff to maximize the efficiency of our office and expand the number of work stations to accommodate an expanded workforce during elections. Staff members have a multitude of tasks that they are responsible throughout the year and during an election year, supervise temporary staff whose numbers triple the number of staff located within our office serving Leon County's voters. We have reservations about the new space (3,800 square feet on the first floor and 1,500 square feet on P1) within the Bank of America building not meeting those space needs for 2006. Yes, the space is more than we have now but it doesn't provide enough space to house all of our operations. To that end, we have asked county staff to solicit early cancellation of the bank's offices that would become the early voting site (1,960 square feet) now targeted for 2012. Further, we must have the additional space provided by the current snack bar, whose lease expires March, 2006, in order to serve the voters for 2006. This immediate turnaround has been agreed to by county staff, as well as the use of the proposed space encompassing the first floor and P1 levels available for the Supervisor of Elections no later than March, 2006. With the commitments Leon County staff has made to us concerning the significant redesign of the allocated space, the cabinet and counter work required to service the needs of our front office, new padded carpet not unlike that found in our office suite currently, paint and new central heat and air conditioning, we are willing to support the plan.

We look forward to working with you to accommodate the needs of governmental services for the next five to ten years.

Sincerely,



Ion Sancho

Copy to: Members, Leon County Board of County Commissioners
✓ Kim Dressel, Director of Management Services

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WILLIAM N. MEGGS
STATE ATTORNEY



OFFICE OF
STATE ATTORNEY
SECOND JUDICIAL CIRCUIT OF FLORIDA

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LEON COUNTY COURTHOUSE
301 S. MONROE STREET
TALLAHASSEE, FLORIDA 32399-2550
TELEPHONE (904) 488-6701

September 28, 2004

Mrs. Jane Sauls, Chairwoman
Leon County Board of County Commissioners
Leon County Courthouse
301 South Monroe Street
Tallahassee, Fl. 32301

Re: Space Allocation Forecast for the Courthouse

Dear Chairwoman Sauls:

I write for State Attorney Willie Meggs to record his agreement with the conclusions reached at the meeting held September 17, 2004. We are very appreciative of staff's consideration of our space needs both now and in the future. The changes agreed to with respect to future use of the fourth floor area contiguous to our offices provides room for growth of the State Attorney's office, not to mention relief from our current situation.

We realize that any expansion into these areas is a ways off but not reaching these agreements now effectively rules out use of the space by our office in the future.

Please express our thanks to your staff for involving us in the process and for providing opportunity for input.

Yours truly,


Carl J. Whitley
Executive Director

CJW

From: Parwez Alam
To: Daniels, Nancy
Date: 9/22/2004 12:18:15 PM
Subject: Re: Latest Courthouse Space Plan

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Thanks for working with us in the development of the plan.

Parwez Alam, County Administrator
Courthouse, Tallahassee, FL 32301
(850) 488 9962
parwez@mail.co.leon.fl.us

>>> Nancy Daniels 9/21/2004 6:10:41 PM >>>

This is a quick note to let you know that I support the most recent courthouse space plan that was presented at the workshop last week. The plans allocates some growth space for the Public Defender and State Attorney offices on the 4th floor of the Courthouse, and it appears to be adequate for the immediate future unless we experience unexpected growth in staff.

In the long term, it is my fervent hope that the PD and SA will remain in the Courthouse since we work in the courtrooms on a daily basis and need ready access to the judges, clerks, and other courthouse personnel.

CC: Dressel, Kim